

**REPORT OF THE AUDIT OF THE
NICHOLAS COUNTY
CLERK**

**For The Year Ended
December 31, 2001**



**EDWARD B. HATCHETT, JR.
AUDITOR OF PUBLIC ACCOUNTS
www.kyauditor.net**

**144 CAPITOL ANNEX
FRANKFORT, KY 40601
TELEPHONE (502) 564-5841
FACSIMILE (502) 564-2912**



EDWARD B. HATCHETT, JR.
AUDITOR OF PUBLIC ACCOUNTS

To the People of Kentucky
Honorable Paul E. Patton, Governor
Gordon C. Duke, Secretary
Finance and Administration Cabinet
Dana Mayton, Secretary, Revenue Cabinet
Honorable Larry D. Tincher, Nicholas County Judge/Executive
Honorable Douglas Fryman, Nicholas County Clerk
Members of the Nicholas County Fiscal Court

The enclosed report prepared by Berger & Ross, PLLC, Certified Public Accountants, presents the statement of receipts, disbursements, and excess fees of the County Clerk of Nicholas County, Kentucky, for the year ended December 31, 2001.

We engaged Berger & Ross, PLLC, to perform the financial audit of this statement. We worked closely with the firm during our report review process; Berger & Ross, PLLC, evaluated the Nicholas County Clerk's internal controls and compliance with applicable laws and regulations.

Respectfully submitted,

Edward B. Hatchett, Jr.
Auditor of Public Accounts

Enclosure



**AUDIT EXAMINATION OF THE
NICHOLAS COUNTY CLERK**

Calendar Year 2001

Berger & Ross, PLLC
Certified Public Accountants and Fraud Examiners
800 Envoy Circle
Louisville, KY 40299-1837
(502) 499-9088
Fax: (502) 499-9132

400 Democrat Road
Suite 2107
Frankfort, KY 40601
(502) 695-7353

EXECUTIVE SUMMARY

AUDIT EXAMINATION OF THE NICHOLAS COUNTY CLERK

Calendar Year 2001

Berger & Ross, PLLC has completed the Nicholas County Clerk's audit for calendar year 2001. We have issued an unqualified opinion on the financial statement taken as a whole. Based upon the audit work performed, the financial statement is presented fairly in all material respects.

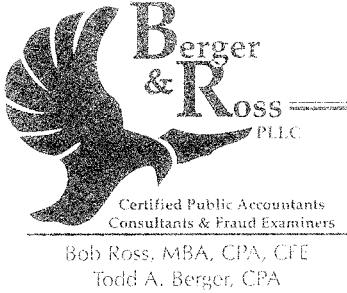
Financial Condition:

Revenues increased by \$39,099.70 from the prior year and disbursements increased by \$39,321. No excess fees remained in the current and prior year.

CONTENTS

PAGE

| | |
|--|----|
| INDEPENDENT AUDITOR’S REPORT | 1 |
| STATEMENT OF RECEIPTS, DISBURSEMENTS, AND EXCESS FEES..... | 3 |
| NOTES TO THE FINANCIAL STATEMENT | 6 |
| REPORT ON COMPLIANCE AND ON INTERNAL CONTROL OVER FINANCIAL REPORTING BASED ON AN AUDIT OF THE FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS | 11 |



(502) 499-9088
800 Envoy Circle
Louisville, Kentucky 40299-1837

FAX: (502) 499-9132
Email: irsrescue@msn.com
Internet: www.irsrescue.com

Member:
American Institute of CPAs
Association of Accountants and CPAs
Association of Certified Public Accountants
Association of Government Accountants
Certified Public Accountants Institute
National Association of Accountants
Society of Accountants and Tax Administrators
Government Finance Officers Association

To the People of Kentucky
Honorable Paul E. Patton, Governor
Gordon C. Duke, Secretary
Finance and Administration Cabinet
Dana Mayton, Secretary, Revenue Cabinet
Honorable Larry D. Tincher, Nicholas County Judge/Executive
Honorable Douglas Fryman, Nicholas County Clerk
Members of the Nicholas County Fiscal Court

Independent Auditor's Report

We have audited the accompanying statement of receipts, disbursements, and excess fees of the Nicholas County Clerk of Nicholas County Kentucky, for the year ended December 31, 2001. This financial statement is the responsibility of the County Clerk. Our responsibility is to express an opinion on this financial statement based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America, the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States, and the Audit Guide for County Fee Officials issued by the Auditor of Public Accounts, Commonwealth of Kentucky. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statement is free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statement. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

As described in Note 1, the County Clerk is required to prepare the financial statement on a prescribed basis of accounting that demonstrates compliance with the modified cash basis and laws of Kentucky, which is a comprehensive basis of accounting other than generally accepted accounting principles in the United States of America.

In our opinion, the financial statement referred to above presents fairly, in all material respects, the receipts, disbursements, and excess fees of the County Clerk for the year ended December 31, 2001, in conformity with the modified cash basis of accounting.

To the People of Kentucky
Honorable Paul E. Patton, Governor
Gordon C. Duke, Secretary
Finance and Administration Cabinet
Dana Mayton, Secretary, Revenue Cabinet
Honorable Larry D. Tincher, Nicholas County Judge/Executive
Honorable Douglas Fryman, Nicholas County Clerk
Members of the Nicholas County Fiscal Court

In accordance with Government Auditing Standards, we have also issued our report dated July 10, 2002, on our consideration of the County Clerk's internal control over financial reporting and on our tests of its compliance with certain provisions, laws, regulations, contracts, and grants. This report is an integral part of an audit performed in accordance with Government Auditing Standards and should be read in conjunction with this report in considering the results of our audit.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Berger & Ross", with a long horizontal flourish extending to the right.

Berger & Ross, PLLC

Audit fieldwork completed -
July 10, 2002

NICHOLAS COUNTY
DOUGLAS FRYMAN, COUNTY CLERK
STATEMENT OF RECEIPTS, DISBURSEMENTS, AND EXCESS FEES

Calendar Year 2001

Receipts

| | | | |
|--|----|---------------|-------------------|
| State Payments: | | | |
| State Fees for Services | | \$ | 2,693 |
| Fiscal Court | | | 3,810 |
| Licenses and Taxes: | | | |
| Motor Vehicle- | | | |
| Licenses and Transfers | \$ | 137,896 | |
| Usage Tax | | 177,711 | |
| Tangible Personal Property Tax | | 460,567 | |
| Licenses- | | | |
| Fish and Game | | 17,133.85 | |
| Marriage | | 1,967 | |
| Occupational | | 2,241 | |
| Deed Transfer Tax | | 10,014 | |
| Delinquent Taxes | | <u>39,059</u> | 846,589 |
| Fees Collected for Services: | | | |
| Recordings- | | | |
| Deeds, Easements, and Contracts | \$ | 4,929 | |
| Real Estate Mortgages | | 10,211 | |
| Chattel Mortgages and Financing Statements | | 25,353 | |
| Other Recordings | | <u>8,475</u> | 48,968 |
| Other: | | | |
| Interest Earned | \$ | 759 | |
| Candidate Filings | | <u>700</u> | <u>1,459</u> |
| Total Receipts | | | <u>\$ 903,519</u> |

Disbursements

| | | | |
|---------------------------------|----|----------------|-------------------|
| Payments to State: | | | |
| Motor Vehicle- | | | |
| Licenses and Transfers | \$ | 104,137 | |
| Usage Tax | | 172,423 | |
| Tangible Personal Property Tax | | <u>175,610</u> | <u>\$ 452,170</u> |
| Disbursements (Carried Forward) | | | \$ 452,170 |

The accompanying notes are an integral part of the financial statements.

NICHOLAS COUNTY
DOUGLAS FRYMAN, COUNTY CLERK
STATEMENT OF RECEIPTS, DISBURSEMENTS, AND EXCESS FEES
Calendar Year 2001
(Continued)

| | | | |
|---------------------------------|----|---------|---------|
| Disbursements (Brought Forward) | | \$ | 452,170 |
| Licenses and Taxes- | | | |
| Fish and Game | \$ | 16,611 | |
| Delinquent Tax | | 5,201 | |
| Legal Process Tax | | 6,707 | |
| Occupational Licenses | | 2,005 | |
| Candidate Filing Fees | | 420 | 30,944 |
| | | | |
| Payments to Fiscal Court: | | | |
| Tangible Personal Property Tax | \$ | 45,714 | |
| Delinquent Tax | | 5,507 | |
| Deed Transfer Tax | | 9,513 | 60,734 |
| | | | |
| Payments to Other Districts: | | | |
| Tangible Personal Property Tax | \$ | 213,142 | |
| Delinquent Tax | | 16,918 | 230,060 |
| | | | |
| Payments to Sheriff | | | 2,651 |
| | | | |
| Payments to County Attorney | | | 5,130 |
| | | | |
| Operating Disbursements: | | | |
| Personnel Services- | | | |
| Deputies' Salaries | | | 51,694 |
| | | | |
| Capital Outlay- | | | |
| Office Equipment | | | 1,124 |
| | | | |
| Contracted Services- | | | |
| Property Tax Bill Preparation | | | 1,068 |
| | | | |
| Other Charges- | | | |
| Advertising | \$ | 90 | |
| Dues | | 300 | |
| Indexing | | 2,200 | |
| Postage | | 1,458 | |
| Refunds Miscellaneous | | 70 | |
| Refund Motor Tax | | 6,452 | |
| Office Supplies | | 1,338 | |
| Miscellaneous | | 165 | 12,073 |
| | | | |
| Total Disbursements | | \$ | 847,648 |

The accompanying notes are an integral part of the financial statements.

NICHOLAS COUNTY
DOUGLAS FRYMAN, COUNTY CLERK
STATEMENT OF RECEIPTS, DISBURSEMENTS, AND EXCESS FEES
Calendar Year 2001
(Continued)

| | |
|---|--------------------|
| Net Receipts | \$ 55,871 |
| Less: Statutory Maximum | <u>55,871</u> |
| Excess Fees Due County for Calendar Year 2001 | <u><u>\$ 0</u></u> |

The accompanying notes are an integral part of the financial statements.

NICHOLAS COUNTY
NOTES TO THE FINANCIAL STATEMENT

December 31, 2001

Note 1. Summary of Significant Accounting Policies

A. Fund Accounting

A fee official uses a fund to report on the results of operations. A fund is a separate accounting entity with a self-balancing set of accounts. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain government functions or activities.

A fee official uses a fund for fees to account for activities for which the government desires periodic determination of the excess of receipts over disbursements to facilitate management control, accountability, and compliance with laws.

B. Basis of Accounting

The financial statement has been prepared on a modified cash basis of accounting, which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America. Under this basis of accounting, certain receipts and certain expenditures are recognized as a result of accrual at December 31, 2001.

The measurement focus of a fee official is upon excess fees. Remittance of excess fees is due to the County Treasurer in the subsequent year.

C. Cash and Investments

At the direction of the fiscal court, KRS 66.480 authorizes the County Clerk's Office to invest in the following, including but not limited to, obligations of the United States and of its agencies instrumentalities, obligations, and contracts for future delivery or purchase of obligations backed by the full faith and credit of the United States, obligations of any corporation of the United States government, bonds or certificates of indebtedness of this state, and certificates of deposit issued by or other interest-bearing accounts of any bank or savings and loan institution which are insured by the Federal Deposit Insurance Corporation (FDIC) or which are collateralized, to the extent uninsured, by any obligation permitted by KRS 41.240(4).

Note 2. Employee Retirement System

The county officials and employees have elected to participate in the County Employees Retirement System (CERS) pursuant to KRS 78.530 administered by the Board of Trustees of the Kentucky Retirement Systems. This is a multiple-employer public retirement system that covers all eligible full-time employees. Benefit contributions and provisions are established by statute. The county's contribution rate for non-hazardous employees was 7.17 percent for the first six months and 6.41 percent for the last six months of the calendar year.

NICHOLAS COUNTY
DOUGLAS FRYMAN, COUNTY CLERK
NOTES TO THE FINANCIAL STATEMENTS
December 31, 2001
(Continued)

Note 2. Employee Retirement System (Continued)

Benefits fully vest on reaching five years of service for non-hazardous employees. Aspects of benefits for non-hazardous employees include retirement after 27 years of service or age 65.

Historical trend information pertaining to CERS' progress in accumulating sufficient assets to pay benefits when due is present in the Kentucky Retirement System's annual financial report which is a matter of public record.

Note 3. Deposits

The County Clerk maintained deposits of public funds with depository institutions insured by the Federal Deposit Insurance Corporation (FDIC). According to KRS 66.480(1)(d) and KRS 41.240(4), the depository institution should pledge or provide sufficient collateral which, together with FDIC insurance, equals or exceeds the amount of public funds on deposit at all times. In order to be valid against the FDIC in the event of failure or insolvency of the depository institution, this pledge or provision of collateral should be evidenced by an agreement between the County Clerk and the depository institution, signed by both parties, that is (a) in writing, (b) approved by the board of directors of the depository institution or its loan committee, which approval must be reflected in the minutes of the board or committee, and (c) an official record of the depository institution. These requirements were met, and as of December 31, 2001, the County Clerk's deposits were fully insured or collateralized at a 100% level with collateral of either pledged securities held by the County Clerk's agent in the County Clerk's name, or provided surety bonds which named the County Clerk as beneficiary/obligee on the bonds.

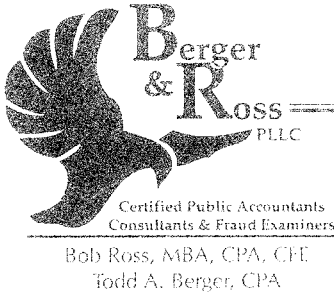
Note 4. Leases

The office of the County Clerk is committed to a 12-month lease agreement with Software Management. The agreement requires monthly payments of \$175 January through September and \$200 October through December.

The office of the County Clerk is also committed to a 60-month lease agreement with Xerox Corporation on equipment and maintenance. The agreement is renewable every three years and requires monthly payments of \$108.55. The Balance as of December 31, 2001 was \$1,569.

THIS PAGE LEFT BLANK INTENTIONALLY

REPORT ON COMPLIANCE
AND ON INTERNAL CONTROL OVER FINANCIAL
REPORTING BASED ON AN AUDIT OF THE FINANCIAL STATEMENT
PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS



(502) 499-9088
800 Envoy Circle
Louisville, Kentucky 40299-1837

FAX: (502) 499-9132
Email: irsrescue@msn.com
Internet: www.irsrescue.com

Member
American Institute of CPAs
Kentucky Institute of CPAs
Association of Internal Accountants
Association of Tax-Exempt Organizations
Charitable Accounting Institute
National Association of Accountants
National Association of Government Auditors
Government Auditing Standards Association

To the People of Kentucky
Honorable Paul E. Patton, Governor
Gordon C. Duke, Secretary
Finance and Administration Cabinet
Dana Mayton, Secretary, Revenue Cabinet
Honorable Larry D. Tincher, Nicholas County Judge/Executive
Honorable Douglas Fryman, Nicholas County Clerk
Members of the Nicholas County Fiscal Court

Report On Compliance And On Internal Control
Over Financial Reporting Based On An Audit Of The Financial
Statements Performed In Accordance With Government Auditing Standards

We have audited the Nicholas County Clerk as of December 31, 2001, and have issued our report thereon dated July 10, 2002. We conducted our audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States.

Compliance

As part of obtaining reasonable assurance about whether the Nicholas County Clerk's financial statement as of December 31, 2001, is free of material misstatement, we performed tests of compliance with certain provisions of laws and regulations, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance that are required to be reported under Government Auditing Standards.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the Nicholas County Clerk's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statement and not to provide assurance on the internal control over financial reporting. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatement in amounts that would be material in relation to the financial statement being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over financial reporting and its operation that we consider to be material weaknesses.

Report on Compliance And On Internal Control
Over Financial Reporting Based On An Audit Of The Financial
Statement Performed In Accordance With Government Auditing Standards
(Continued)

This report is intended solely for the information and use of management and is not intended to be and should not be used by anyone other than the specified party.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Berger & Ross", with a long horizontal flourish extending to the right.

Berger & Ross, PLLC

Audit Fieldwork completed -
July 10, 2002

